



## **DETENTION SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the activities and staff of detention operations; to participate in the processing, feeding and care of prisoners; to plan work schedules and operating procedures for the City's detention facility, and to perform administrative tasks in the assigned area of responsibility.

### **Supervision Received and Exercised:**

Receives direction from the Operations Support Administrator or from other supervisory or management staff.

Exercises direct supervision over detention facility staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Process prisoners into the City detention facility; take IMIS mug shots of prisoners; search prisoners; take inventory of prisoners' personal property; grant phone calls; obtain AFIS fingerprints; fill out necessary booking sheets and record entries in the booking log.
- Recommend and assist in the implementation of goals and objectives; established schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.
- Evaluate operations and activities of assigned area of responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by detention officers to verify completeness and the meeting of prescribed standards.

*Effective July 1991*

*Revised September 1998*

*Revised January 2002 (Supervision Received/Exercised)*

*Revised Sept 2004 (Range Adj/Revision of Responsibilities)*

## CITY OF TEMPE

### Detention Supervisor (continued)

- Plan, prioritize, assign, supervise and review the work of detention staff; develop staff schedules and make daily work assignments; participate in the selection of staff; develop staff work schedules and make daily work assignments; participate in the selection of staff; may provide or coordinate staff training.
- Monitor juvenile detention procedures to ensure compliance with Federal, State and local laws.
- Maintain detention supplies and equipment; conduct regular inspections of the detention facility; prepare meals and feed prisoners; allow prisoners to leave their cells to make telephone calls; transfer prisoners from one cell to another; clean jail cells as necessary.
- Ensure timely court appearances for all prisoners and escort prisoners to the City Court for appearances.
- Determine release criteria of prisoners according to established procedures; determine bond amounts; coordinate with the court clerks when bond is posted; disseminate paperwork to appropriate areas when prisoners are released or transferred. Make copies of paperwork and disseminate to various department sections.
- Plan, direct and supervise the activities of detention officers assigned to prisoner transportation; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaints.
- Operate computer terminals to retrieve warrant and records information on prisoners; confirm warrants from other jurisdictions.
- Supervise the investigation of vehicle accidents, injury, of detention transport staff; review accident reports; prepare monthly statistics and reports.
- Investigate and resolve complaints by communicating with the general public, subordinates, peers, supervisors, and other agencies; utilize recorder equipment to document complaints; recommend corrective action as necessary; investigate and document unusual and/or “major events, “ and provide appropriate notification.
- Make sound decisions and react quickly and positively under stressful conditions, which typically entail the life or well being of the public or detention staff; remember details and procedures to appropriately apply them instantly in emergency situations.
- Participate in employee bi-monthly logs, yearly evaluations and confer with subordinates to review goals and progress; counsel staff; prepare, administer or oversee appropriate remedial training, instruction and discipline of subordinates; address issues and conflicts among subordinates.

*Effective July 1991*

*Revised September 1998*

*Revised January 2002 (Supervision Received/Exercised)*

*Revised Sept 2004 (Range Adj/Revision of Responsibilities)*

CITY OF TEMPE  
Detention Supervisor (continued)

- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of full-time corrections or detention experience. One year of supervisory experience is desirable.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by additional course work in criminal justice or a related field.

**Licenses/Certifications**

Certification as a correction/detention officer from a federal, state or county training facility is required.

Possession of, or the ability to obtain, a valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 3411**

**Salary Range: 29**

**FLSA: Non-Exempt**